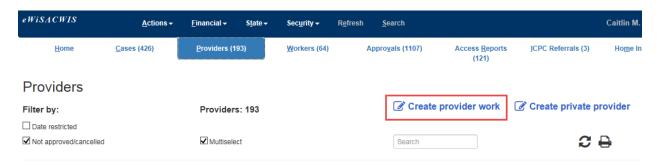
## **Home Study**

Note: You must have an assignment to the provider record to create a Home Study.

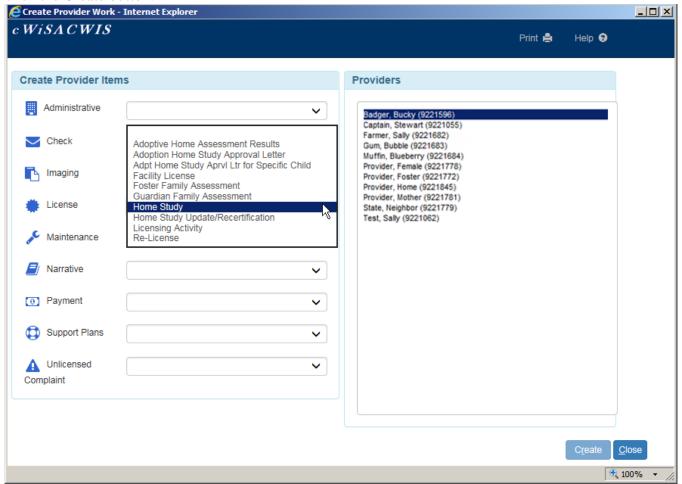
**Note:** Information related to applicants is entered on a number of pages, including the Home Provider, Person Management, Home Study, and Psychosocial Evaluation Report.

1. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink

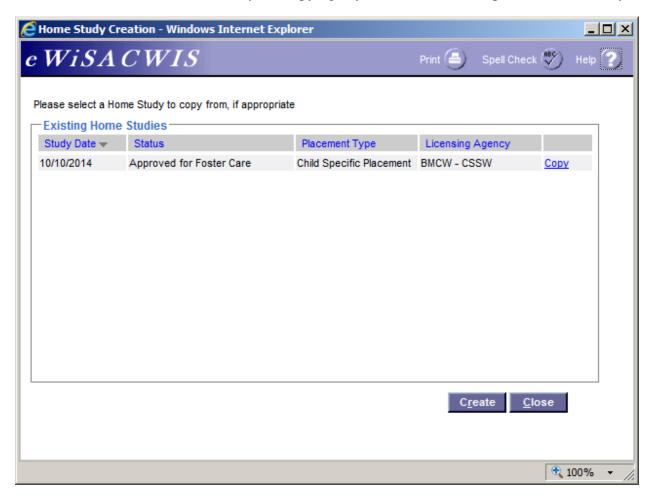
Create provider work or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.



2. Select Home Study from the License drop-down, select the provider name in the Providers group box, and click the Create button.



3. If a Home Study already exists, you will be presented with the Home Study Creation page. On the Home Study Creation page, either select the Copy link next to the home study you would like to copy, or select the Create button to create a new home study not copying any information from a previous home study.

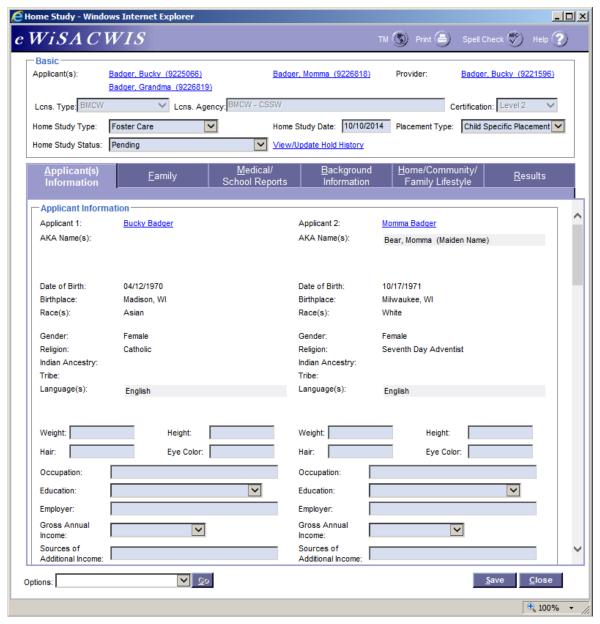


4. The Home Study page is used to document information gathered and to evaluate the status of the family. The Basic group box includes general information items relevant to the applicant(s). If the provider is licensed or has a pending license, the license type, licensing agency, and certification level will pre-fill from the Licensing page. Select the home study type, update the home study date (if applicable), and select the placement type. Once you have completed the home study, you will update the home study status.

**Note:** For all home study types except "Adoptive," up to four applicants will appear.

The Applicant(s) Information tab contains information pertaining to the applicant(s): demographics, marital/domestic partnerships/civil unions, and motivation for becoming an adoptive and/or foster parent(s). In the Applicant Information group box, the majority of the applicant(s)'s information pre-fills from the applicant's Person Management page. Enter the weight, height, hair, eye color, occupation, employer, and source of additional income for each applicant. Select a value from the Education and Gross Annual Income fields.

**Note:** To update the applicant information that pre-fills from the Person Management page, click on the name of the applicant (blue link) to open the applicant's Person Management page.



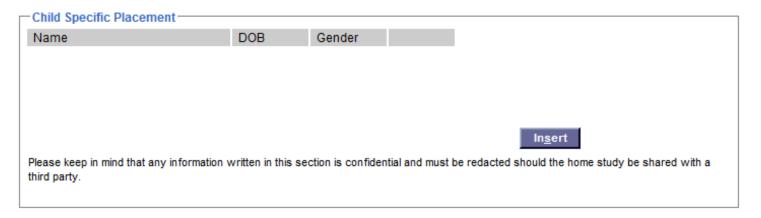
In the Marital/Domestic Partner/Civil Union Information group box, enter the Date of Current Marriage/Domestic Partnership/Civil Union. If not applicable, select the N/A checkbox. In the Past Marriage(s)/Domestic Partnership(s)/Civil Union(s) section, enter the name of the past spouse/partner and the begin and end dates. If not applicable, select the N/A checkbox.

Marital/Domestic Partnerships/Civil Unions			
Date of Current Marriage/Domestic Partnership/Civil Union: 00/00/0000	□ N/A		
	_		
Bucky Badger's Past Marriage(s)/Domestic Partnership(s)/Civil Un	ion(s): N/A		
Name of Boot Spause/Bortner	Date Begun: 00/00/0000	Date Ended: 00/00/0000	Delete
Name of Past Spouse/Partner:	Date Begun, Joseph Control	Date Elided. Joseph Control	DOICE
		Ins	ert
		ĪII3	CIL
Momma Badger's Past Marriage(s)/Domestic Partnership(s)/Civil	Union(s): N/A		
Name of Past Spouse/Partner:	Date Begun: 00/00/0000	Date Ended: 00/00/0000	<u>Delete</u>
,	- ,		
		l <u>n</u> s	ert

If the Placement Type of "Future Placement" was selected in the Basic group box at the top of the page, enter applicable information in the Applicant Disposition and Motivation group boxes.

— Applicant Disposition ————————————————————————————————————
Applicant Disposition
The Applicant(s) applied to become a(n) Foster Care placement of between the ages of
The Applicant(s) open to placement of a sibling group. If open to a sibling group, how many?
- Metivation -
Motivation —
Indicate the Applicant(s)'s stated reasons for wanting to become a foster parent or adoptive family.
More Less Default
Indicate whether or not the Applicant(s) has/have any adoption or foster care experience and the response of each adult member of the
household as to whether he/she has ever been rejected or deferred as a prospective adoptive parent or foster parent or has been the subject of
an unfavorable home study with any licensing agency.
More Less Default
more <u>Coos</u> <u>Dordon</u>

If the Placement Type of "Child Specific Placement" was selected in the Basic group box at the top of the page, the Child Specific Placement will display on this tab. To search out and retrieve the child(ren) who will be placed at this home, click the Insert button.



Once all children have been inserted, complete the narrative boxes for each child.



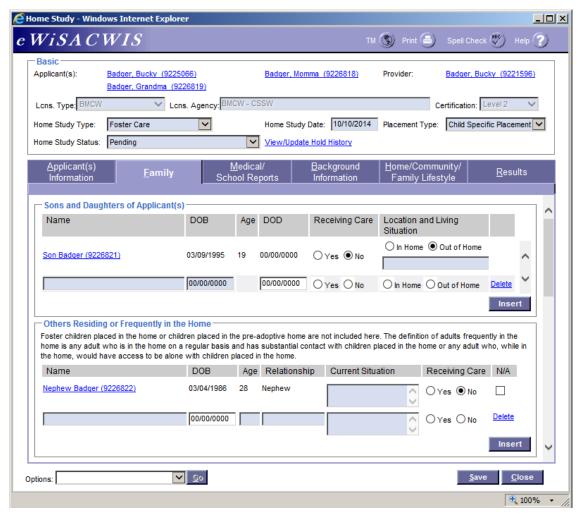
5. The Family tab contains the sons and daughters of the applicant(s), others residing or frequently in the home, and extended family members. The first group box is the Sons and Daughters of Applicant(s). The sons and daughters pre-fill from the Home Provider page if they have been documented as members. You can select the Insert button to add additional people to the home study. The Receiving Care radio button will automatically be set to "Yes" when the child is under the age of 18. If the son/daughter is living out of the home, indicate where. It is important to verify that the son or daughter's age is identified, as this will determine what questions to answer for them on the Psychosocial Evaluation Report.

**Note:** Clicking the Insert button and adding sons and daughters will not add these individuals to the Members tab of the Home Provider page.

**Note:** If the foster parents have adopted a child, a new person record needs to be created for the adoptive child. That record can be created via the Members tab of the Home Provider page.

The Others Residing or Frequently in the Home group box displays others who have been previously entered on the Members tab of the Home Provider page. If the individual should not be included, click the N/A checkbox. You can select the Insert button to add additional people to the home study. The Receiving Care radio button will automatically be set to "Yes" when the person is under the age of 18. It is important to verify that the person's age is identified, as this will determine what questions to answer for them on the Psychosocial Evaluation Report.

**Note:** Clicking the Insert button and adding others residing or frequently in the home will not add these individuals to the Members tab of the Home Provider page.



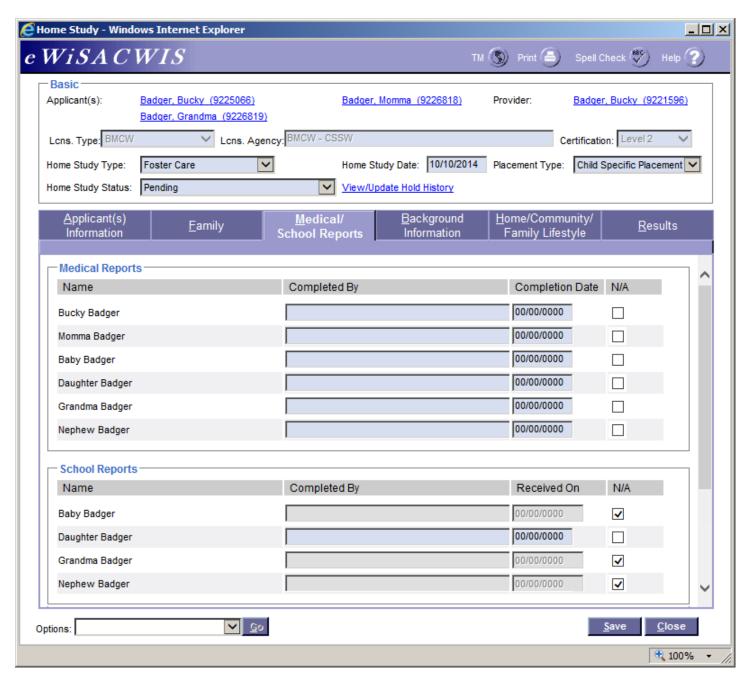
The last group box is the Extended Family Members. A separate group box will appear for each applicant. This group box allows you to add the additional extended family member's name, location, date of birth, age, date of death, relationship, frequency of contact, and if the extended family member is a source of a supportive relationship.

**Note:** Clicking the Insert button and adding extended family members will not add these individuals to the Members tab of the Home Provider page.

Extended Family Members: Bucky	Radner						
Include Applicant's birth parents, adoptive	_	p parer	nts, siblings, a	and other promine	nt extended family memb	ers (living or dec	ceased).
Name and Location	DOB	Age	DOD	Relationship	Frequency of Contact	Source of Supportive Relationship	
	00/00/0000		00/00/0000		Ô	○Yes ○No	<u>Delete</u>
Location:					<u> </u>		
						I	Insert

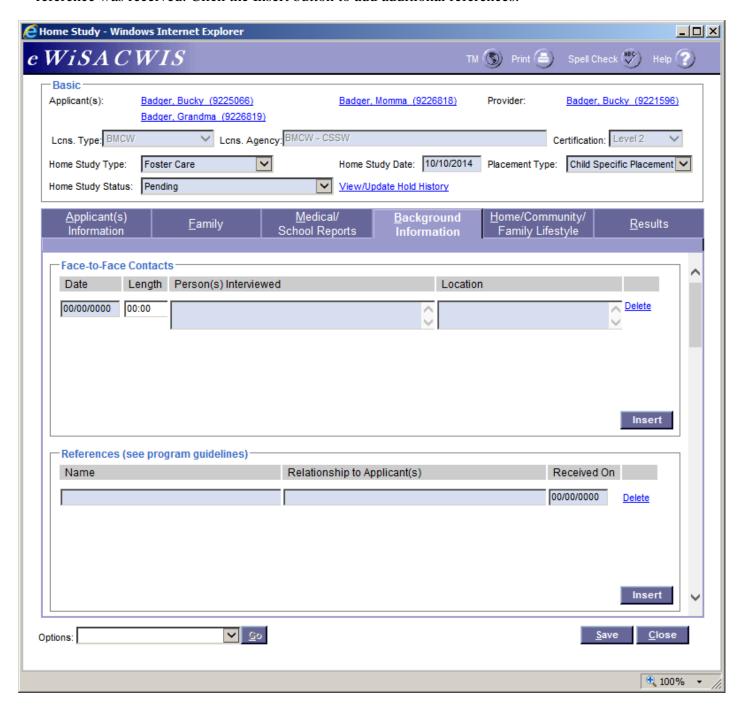
6. The Medical/School Reports tab contains the medical report for all that are included in home study, as well as the school reports for everyone (but not the applicants). The Medical Reports group box has a row shown for applicant 1, followed by a row for applicant 2 (if applicable), followed by a row for each of the sons and daughters who have the In Home radio button selected and each of the others residing or frequently in the home. Enter data in the Completed By and Completion Date fields.

The School Reports group box displays a row for each of the sons and daughters who have the In Home radio button selected and each of the others residing or frequently in the home. Enter data in the Completed By and Received On fields. Next to each line, there is a N/A checkbox. If the school report is not applicable, select the N/A checkbox.



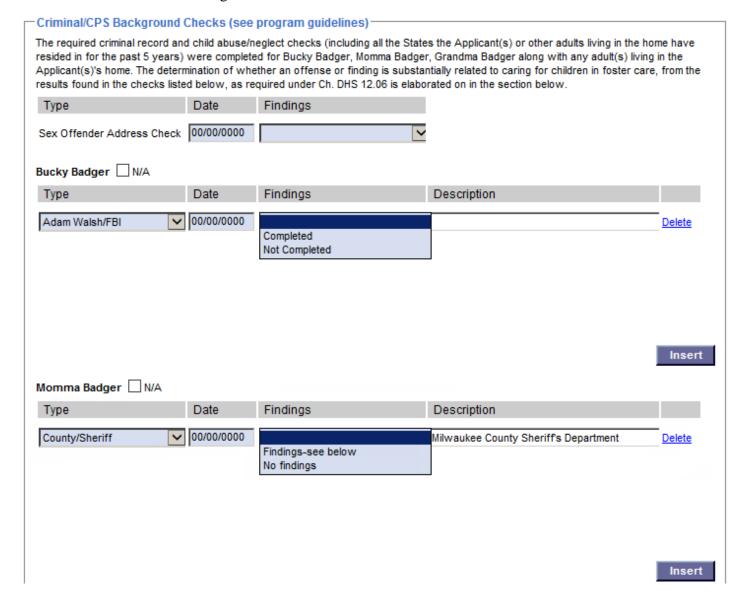
7. The Background Information tab contains the face-to-face contacts, references, and criminal/CPS background checks. The Face-to-Face Contacts group box is used to record the date of the contact, length of the interview, person(s) interviewed, and location. Click the Insert button to add additional contacts.

The References (see program guidelines) group box allows you to document reference used for the home study. You can document the name of the reference, relationship to applicant as well as the date the reference was received. Click the Insert button to add additional references.



A background check must be completed for all applicants as well as for anyone residing in the home. The Criminal/CPS Background Checks (see program guidelines) group box allows you to document the background checks and findings. Document the date and findings for the sex offender address check. If findings are identified for an individual in the home, address them in the History portion of the Psychosocial Evaluation Report for that individual. Document the type, date, and findings of all other background checks for each individual. If County/Sheriff, Local, or Out of State is chosen, enter a brief description for the location (indicate the county, city, or state). If the background checks are not applicable for an individual, select the N/A checkbox next to the person's name.

**Note:** The Adam Walsh/FBI type of background check contains "Completed" or "Not Completed" values in the Findings drop-down. All other types of background checks contain either a "Findings – see below" or "No Findings."



If "Findings – see below" was selected for any individual, enter data in the individual's additional narrative fields.

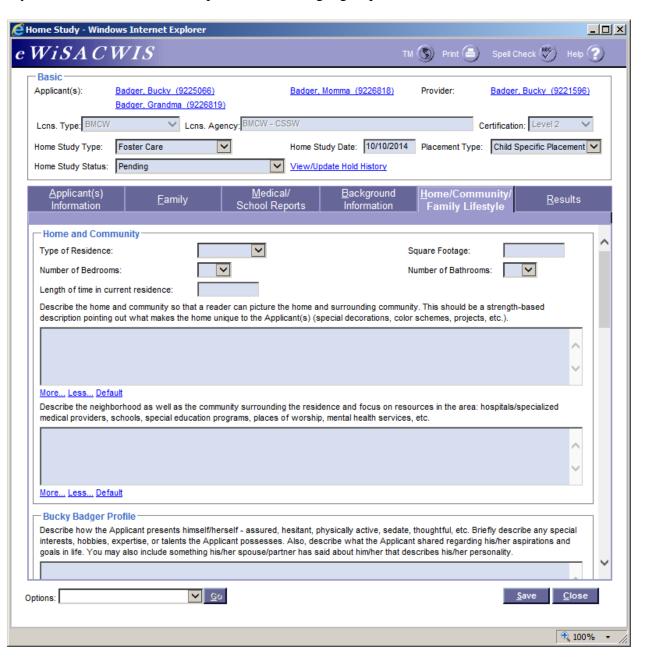
Momma Badger UN	'A			
Туре	Date	Findings	Description	
County/Sheriff	10/10/2014	Findings-see below	Milwaukee County Sheriff's Department	<u>Delete</u>
				Insert
	•	_	tory section of the Psychosocial Evaluation Re and all mitigation that reduces the Final Desk Gu	•
List any results from all o	f the background che	cks completed. If there were no r	esults or findings, provide that indication.	
More Less Default				
			te to caring for children as required under Ch. ee Ch. DHS 12.06 for an explanation of the req	
More Less Default				

8. The Home/Community/Family Lifestyle tab allows you to record information about the residence and family lifestyle. In the Home and Community group box, document the type of residence, square footage, number of bedrooms, number of bathrooms, and length of stay at current residence, as well as the general narrative description questions.

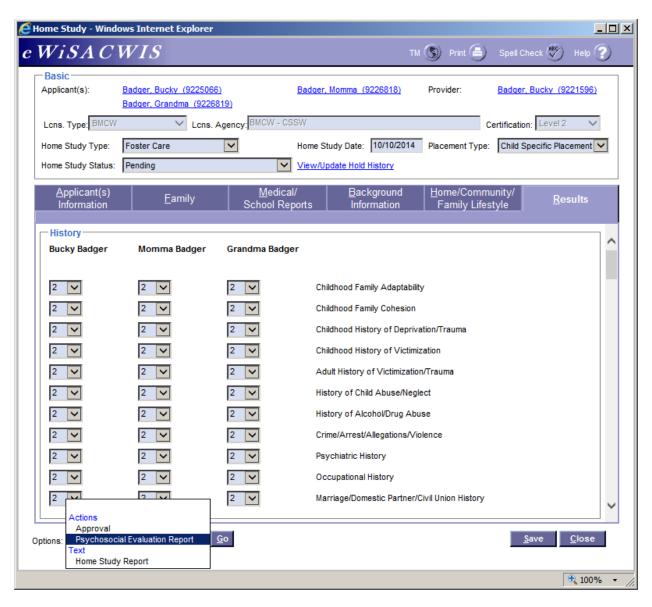
For each applicant, enter narrative in the Profile group box.

Enter information in each of the narrative fields in the Family Lifestyle group box, including the Childcare and Privacy sections.

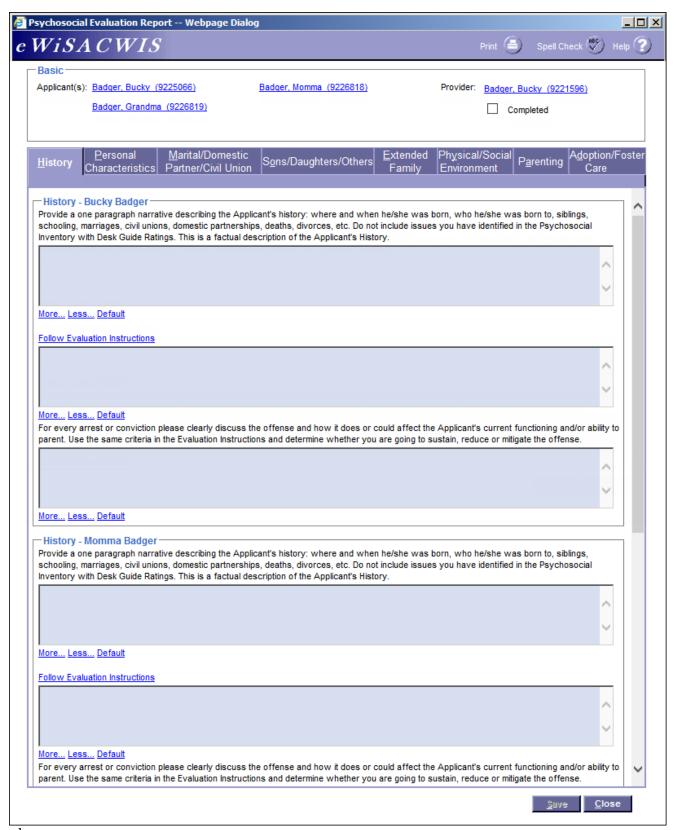
Finally, select a value from the drop-down in the Legal group box.



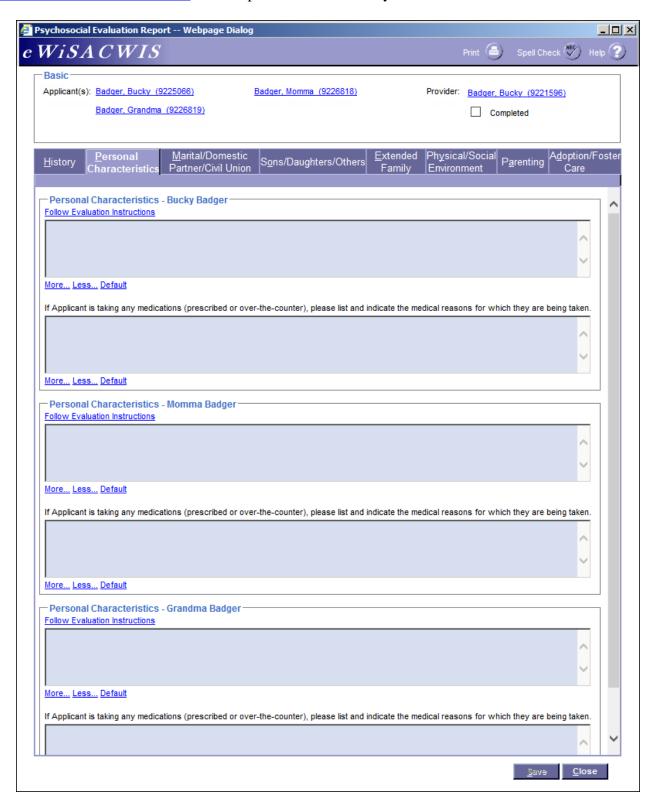
- 9. The Results tab contains all inventory items related to Psychosocial Evaluation Report (completed in the next step), as well as a Psychosocial Evaluation Conclusion, Placement Considerations, and Recommendations based on the home study. Record the answer for each applicant (when applicable) using a rating in the drop-down. The values default to a '2' rating. Once you have completed all of the tabs on the Home Study page, as well as the associated Psychosocial Evaluation Report page, you will return to the Results tab to complete the home study. See step 20 on page 22.
- 10. From the Options drop-down (on any tab of the Home Study page), select Psychosocial Evaluation Report and click Go. This will open the Psychosocial Evaluation Report page.



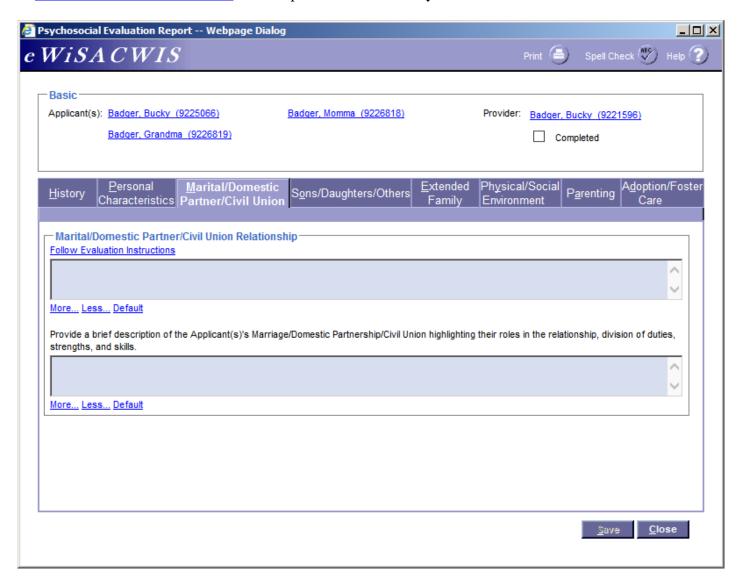
11. On the Psychosocial Evaluation Report page, there are 8 tabs: History, Personal Characteristics, Marital/Domestic Partner/Civil Union, Sons/Daughters/Others, Extended Family, Physical/Social Environment, Parenting, and Adoption/Foster Care. On the History tab, enter text in each of the narrative fields for each applicant. Click on the Follow Evaluation Instructions link to open the associated Psychosocial Narration Instructions.



12. On the Personal Characteristics tab, enter text in each of the narrative fields for each applicant. Click on the Follow Evaluation Instructions link to open the associated Psychosocial Narration Instructions.



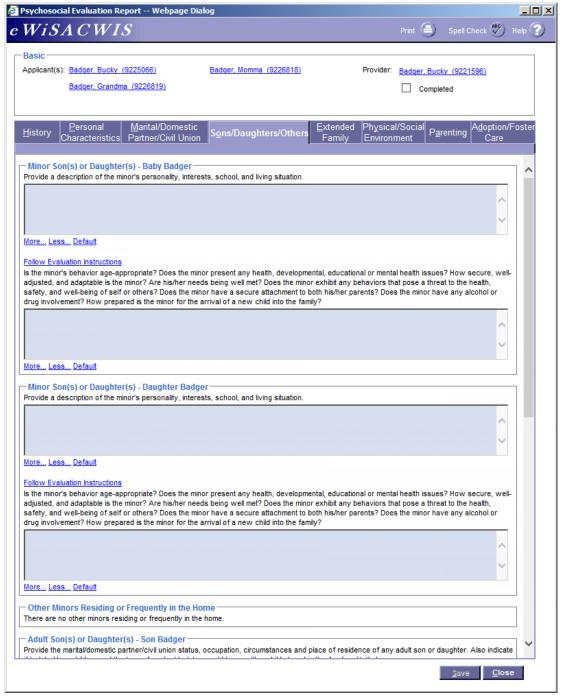
13. On the Marital/Domestic Partner/Civil Union tab, enter text in each of the narrative fields. Click on the <u>Follow Evaluation Instructions</u> link to open the associated Psychosocial Narration Instructions.



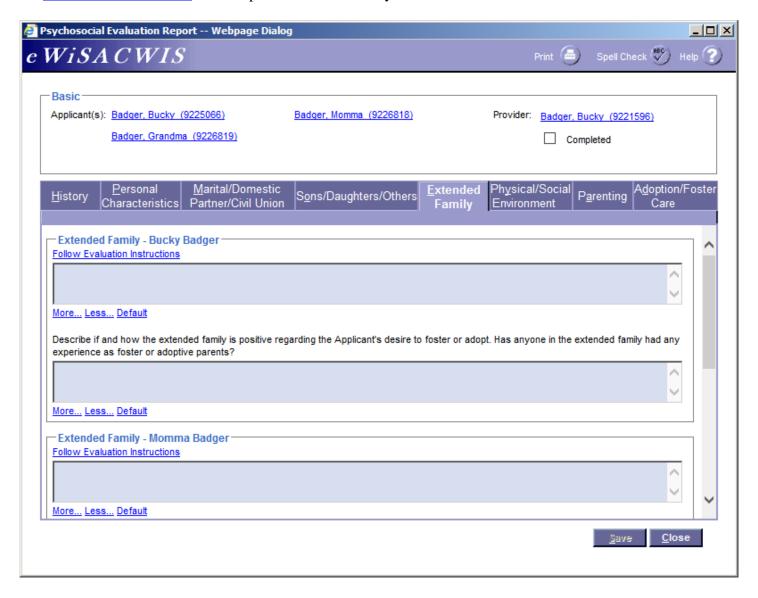
14. On the Sons/Daughters/Others tab, there are four sections: Minor Son(s) or Daughter(s), Other Minors Residing or Frequently in the Home, Adult Son(s) or Daughter(s), and Adults Residing or Frequently in the Home. Enter text in each of the narrative fields. Click on the Follow Evaluation Instructions link to open the associated Psychosocial Narration Instructions.

**Note:** If there are no minor son(s) or daughter(s), other minors residing or frequently in the home, adult son(s) or daughter(s), and /or adults residing or frequently in the home, you will see that there are no narrative fields to complete and text indicating there are none of those individuals in the family/home.

**Note:** For son(s) or daughter(s) and others residing or frequently in the home that were inserted on the Home Study page (Family tab), the gender is not included. You will need to include the gender of the individual in your description, as it is not included on the Home Study Report template.



15. On the Extended Family tab, enter text in each of the narrative fields for each applicant. Click on the Follow Evaluation Instructions link to open the associated Psychosocial Narration Instructions.



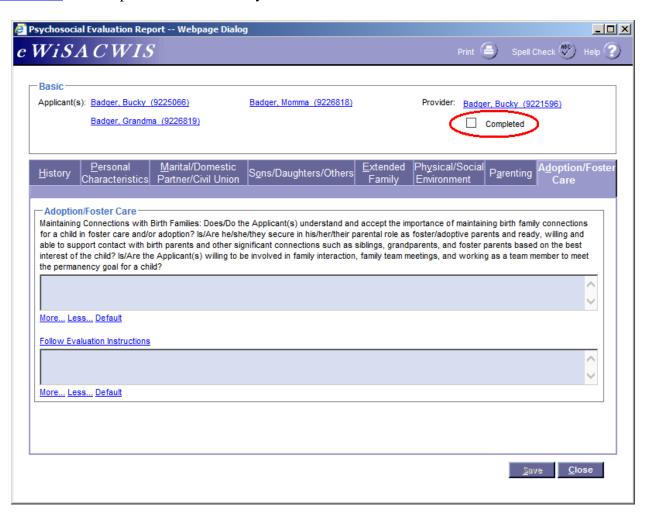
16. On the Physical/Social Environment tab, enter text in each of the narrative fields. Click on the <u>Follow</u> <u>Evaluation Instructions</u> link to open the associated Psychosocial Narration Instructions.



17. On the Parenting tab, enter text in each of the narrative fields. Click on the <u>Follow Evaluation Instructions</u> link to open the associated Psychosocial Narration Instructions.



18. On the Adoption/Foster Care tab, enter text in each of the narrative fields. Click on the <u>Follow Evaluation</u> <u>Instructions</u> link to open the associated Psychosocial Narration Instructions.



19. Once you have completed all of the information on each of the tabs, select the Completed checkbox in the top right corner and click Save. If any messages appear, complete the required fields. Once all errors have been fixed, click the Close button to return to the Home Study page.

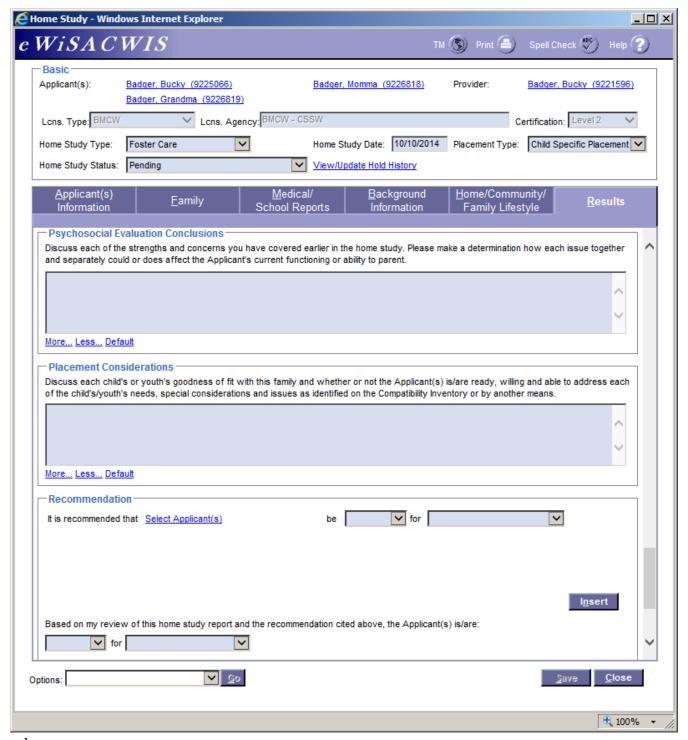
**Note:** In order to approve the home study, the Completed checkbox must be selected.

**Note:** The Completed checkbox may come unchecked throughout the home study process. Since the age of an individual (son, daughter, other residing in the home) determines which section of the Psychosocial Evaluation Report the individual falls into (minor or adult), an evaluation is done anytime there are updates to the Home Provider page, as well as the Family tab of the Home Study page.

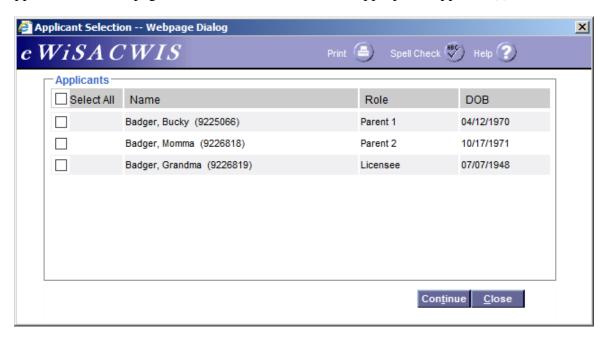
20. Once you have completed all of the tabs on the Home Study page, as well as the associated Psychosocial Evaluation Report page, return to the Results tab of the Home Study page. Update any ratings as necessary. Enter narrative in the Psychosocial Evaluation Conclusion and Placement Considerations group boxes.

**Note:** The Placement Considerations group box will have different directions, based on the Placement Type.

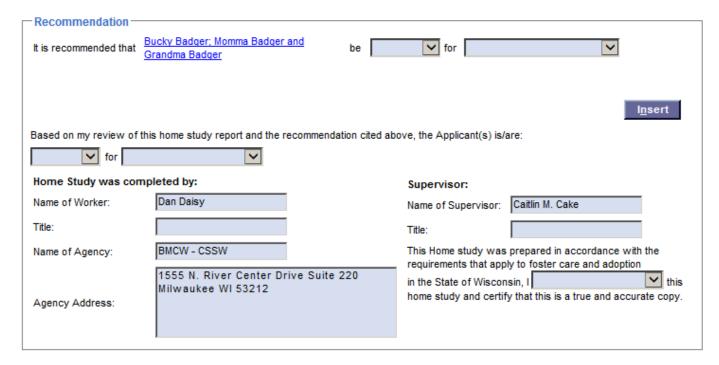
The Recommendation section contains conclusions and considerations based on the home study, a recommendation by you, the home study worker, and the supervisor's approval/denial of that recommendation. Once you have completed the home study, click the <u>Select Applicant(s)</u> link to open the Applicant Selection page.



On the Applicant Selection page, select the checkbox next the appropriate applicant(s). Then click Continue.



Record the recommend approvals or non-approvals for the applicant(s) and for what type of home he/she/they are being recommended for (foster care, adoption or both). Click the Insert button to record additional/different approvals or non-approvals.



Select the worker recommendation.

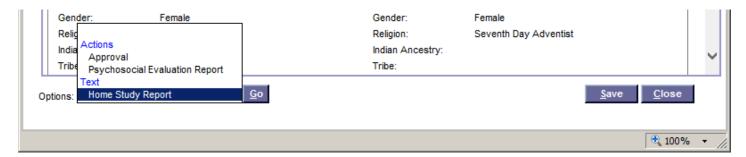
In the "Home Study was completed by" section, verify the information, and update accordingly.

Update the supervisor's recommendation.

21. When the Home Study is first created, it has a status of Pending. Update the Home Study Status in the Basic group box at the top of the Home Study page.

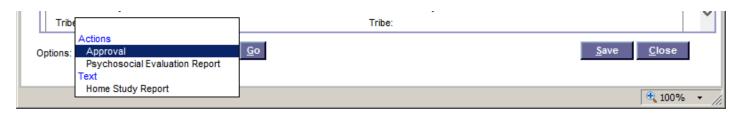


22. The Home Study template is accessed from the Home Study page by selecting Home Study Report from the Options drop-down (on any tab of the Home Study page) and clicking the Go button. Information will be pre-fill from the Home Study and Psychosocial Evaluation Report pages onto the template.



23. To approve the home study, select Approval from the Options drop-down (that can be accessed from any tab on the Home Study page) and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Home Study page, click Save to send the approval to your supervisor.

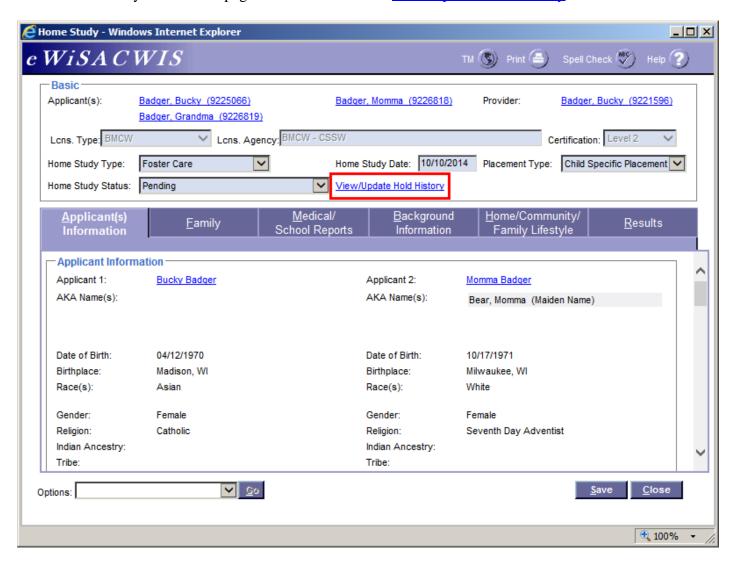
**Note:** If validation errors exist, you will have to make the updates and then approve the home study again.



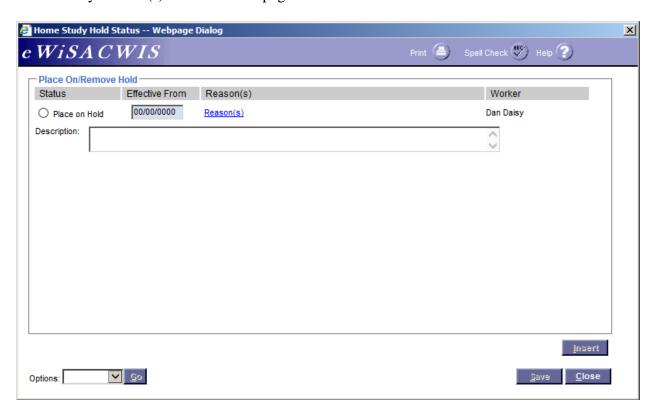
## Placing a Home Study On Hold

You can place a Home Study on hold and remove from hold during the documentation process for the Home Study. When the supervisor approves the Place On Hold request the overall status of the Home Study is set to "On Hold". The supervisor must then approve the removal from hold and when doing so the status of the Home Study is set back to 'pending'.

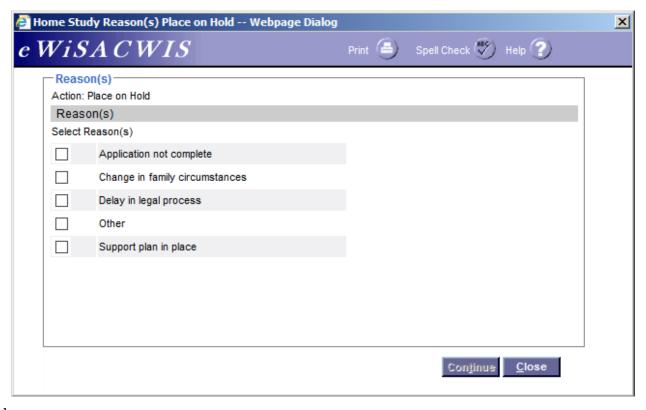
1. The Home Study Hold Status page is accessed from the View/Update Hold History link.



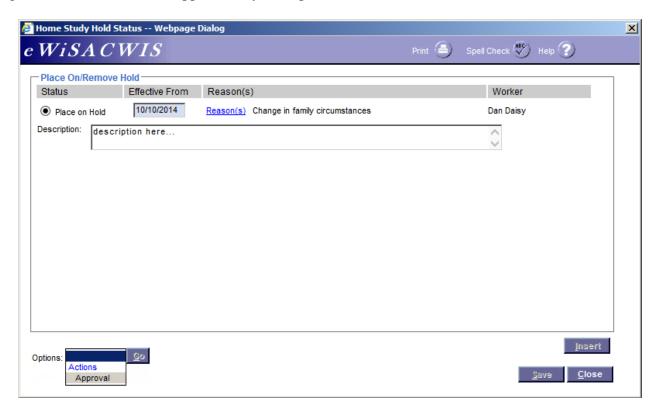
2. On the Home Study Hold Status page, click the Insert button. Select on the Reason(s) link. This will open the Home Study Reason(s) Place on Hold page.



3. There are multiple reasons a Home Study can be placed on hold. On the Home Study Reason(s) Place on Hold page, select one or more reason and click Continue. This will return you to the Home Study Reason Hold Status page.



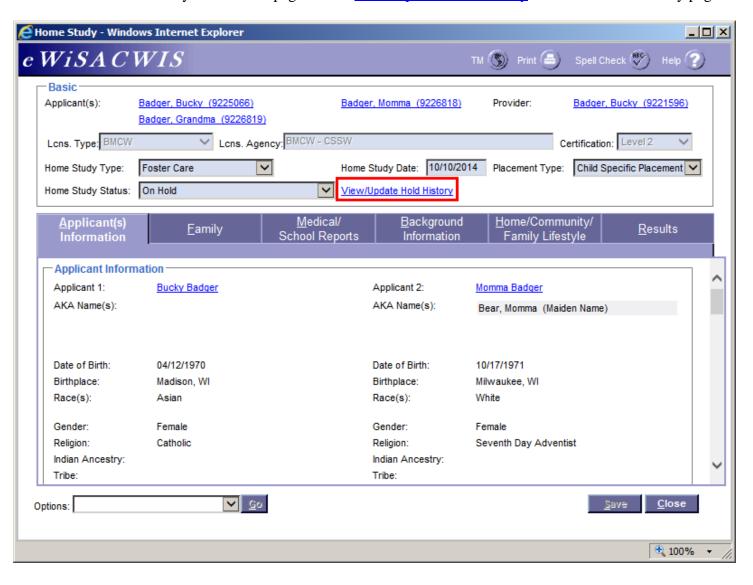
- 4. Enter a date next to the Place on Hold field and enter a description in the Description field, if applicable.
- 5. Select the Place on Hold radio button. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Home Study Hold Status page, click Save to send the approval to your supervisor.



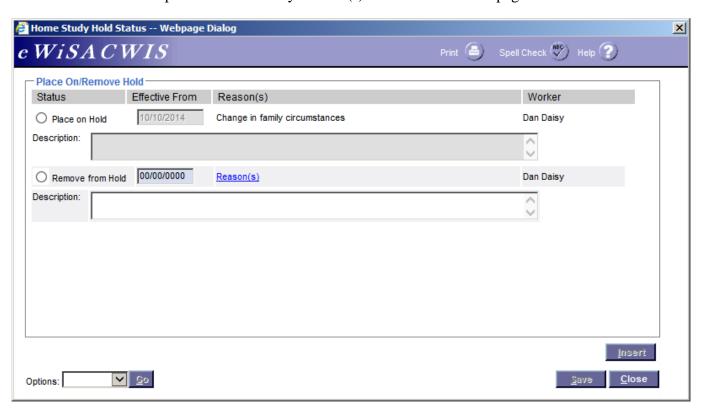
## **Remove Home Study from Hold**

You can place a Home Study on hold and remove from hold during the documentation process for the Home Study. When the supervisor approves the Place On Hold request the overall status of the Home Study is set to "On Hold". The supervisor must then approve the removal from hold and when doing so the status of the Home Study is set back to 'pending'.

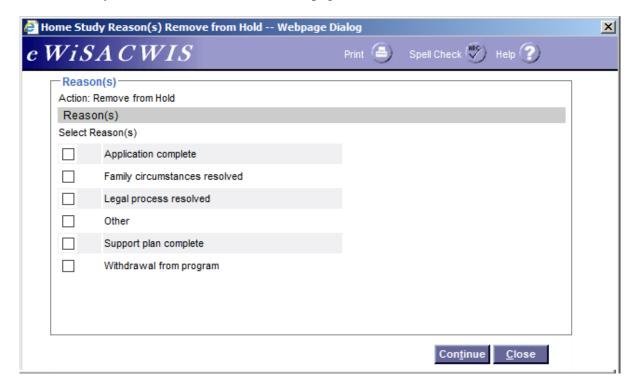
1. Access the Home Study Hold Status page via the View/Update Hold History link on the Home Study page.



2. On the Home Study Hold Status page, click the Insert button. Select the Reason(s) link for the Remove from Hold status. This will open the Home Study Reason(s) Remove from Hold page.



3. On the Home Study Reason(s) Remove from Hold page, select one or more reason and click Continue.



4. On the Home Study Hold Status page, select the radio button next to the Remove from Hold status, enter the effective from date, and enter a description, if applicable. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Home Study Hold Status page, click Save to send the approval to your supervisor.

